



UNITED STATES DEPARTMENT OF THE INTERIOR

U.S. GEOLOGICAL SURVEY

-- STATEMAP --

**The State Component of the
National Cooperative Geologic Mapping Program**

**Authorized by The National Geologic Mapping Reauthorization Act of 1999
(Public Law 106-148)**

PROGRAM ANNOUNCEMENT No. 02HQPA0003

For Fiscal Year 2002

ISSUE DATE: August 20, 2001

CLOSING DATE & TIME:

October 30, 2001 @ 3:00 p.m.

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LIST OF ATTACHMENTS

Proposal Submission Forms and their Instructions

- A. Standard Form 424 – Federal Assistance
- B. Standard Form 424B – Assurances-Non-Construction Programs
- C. Certifications for Federal Assistance
- D. STATEMAP Proposal Summary Sheet
- E. Budgets Sheets (for both entire proposal and individual projects)

Forms needed for reimbursement after award is granted

- F. Standard Form 270 – Request for Advance or Reimbursement
- G. Standard Form 269A – Financial Status Report (Short Form)
- H. Standard Form 3881 – Payment Information Form ACH Vendor Payment System

PART I. Public Law, Program Priorities, and Geologic Map Products

A. The National Geologic Mapping Act

The 102nd Congress recognized that the USGS and the State Geological Surveys needed a coordinated program to prioritize the geologic mapping requirements of the Nation, and to increase production of these geologic maps. The National Geologic Mapping Act (Public Law 102-285) was signed into law in 1992 and created the National Cooperative Geologic Mapping Program. The Act has been re-authorized twice since then, most recently by the 106th Congress in 1999. The Act recognizes that geologic maps are the primary database for virtually all applied and basic earth-science investigations. To read copies of the original act and the two reauthorizations, visit: <http://ncgmp.usgs.gov/>

The objectives of the National Cooperative Geologic Mapping Program (NCGMP) as outlined in the Act are:

1. Determining the Nation's geologic framework through the systematic development of geologic maps, such maps to be contributed to the National Geologic Map Database.
2. Developing complementary national databases (e.g., geophysical and paleontologic databases) that provide value-added information to the National Geologic Map Database.
3. Applying cost-effective mapping techniques that assemble and disseminate geologic-map information, and that render such information of greater application and benefit to the public.
4. Developing public awareness of the role and application of geologic-map information to the resolution of national issues of land use management.

For a more detailed look at the NCGMP 5-Year Plan visit:
<http://ncgmp.usgs.gov/NCGMP5yrplan2000.html>

B. STATEMAP Component of the NCGMP

The primary objectives of the STATEMAP component of the NCGMP are to establish the geologic framework of areas determined to be vital to the economic, social, or scientific welfare of individual States. The State Geologist shall determine mapping priorities in consultation with multi-representational State Mapping Advisory Committees. These priorities shall be based on: a) state requirements for geologic-map information in areas of multiple-issue need or areas of compelling single-issue need, and b) State requirements for geologic-map

information in areas where mapping is required to solve critical earth-science problems. Priorities are not dependent on past agreements with the USGS.

C. STATEMAP Proposals

Only one proposal will be accepted from each State for FY 2002.

Proposals may contain up to 4 geologic mapping projects: 3 for new geologic mapping and 1 for compilation and/or digitization. Or, all 4 projects may be for new mapping if the State chooses. Projects may contain one or multiple quadrangles in an area. **Each** of the 4 projects should: a) be clearly defined and justified, b) be organized around a credible issue or area to be mapped, and c) show a 1:1 Federal/State match. While geologic mapping projects may take more than one year to complete, a completely new proposal subject to full review must be submitted each year. The STATEMAP Review Panel will recommend a funding level for the entire proposal. If full funding is not granted, an applicant can elect to submit to the STATEMAP Program Coordinator a revised work plan and budget limited to the projects recommended for funding. Alternatively, an applicant can decline to participate in the program.

D. Geologic Map Products

Two types of geologic map products are acceptable to the STATEMAP Program. One is for new geologic mapping and one is for digital map compilation. The result envisioned for the digital compilation project is a 1:100,000 scale digital geologic map that will eventually become part of the State database and the National Geologic Map Database. **Note:** exceptions will be made where base maps of 1:100,000 scale are generally not available, e.g., Alaska, or where the State Mapping Advisory Committee authorizes another scale. New geologic mapping should be done primarily at a scale of 1:24,000 or 1:25,000, which is most useful to managers in making decision. In large States 1:100,000 may be the most appropriate scale. Where base maps are not available at these scales, exceptions will be made.

A geologic map is defined as a map that depicts the geographic distribution at the Earth's surface of bedrock and/or surficial geologic materials and structures, on a published base map showing topography, hydrography, culture, cadastral, and other base information. Digital geologic maps may also contain a great variety of point data for specific sites, creating a 3-dimensional database. A geologic map generally includes an explanation, description of map units and symbols, cross sections, and a variety of other information. As long as each project is producing basic robust geologic maps as defined above, it is also acceptable to produce additional maps with more specific purposes defined by customer needs.

At the end of the one-year grant period, one color copy of each deliverable geologic map (or black and white copy if that is the way you intend to publish the map) should be mailed to the STATEMAP Program Coordinator. To make filing

easier, we would appreciate it if you folded the maps so they will fit in a standard size manila envelope. It is understood that these maps may be in review and not final products.

PART II. Timetables, Eligibility, Format Instructions, and Proposal Evaluation

A. Timetables

Proposal Announcement Date: August 20, 2001 Closing Date and Time for Proposal Submission: October 30, 2001 @ 3:00 p.m.

B. Eligibility – Who May Submit a Proposal

Only State Geological Surveys are eligible to apply to the STATEMAP component of the National Cooperative Geologic Mapping Program pursuant to the National Geologic Mapping Act (Public Law 106-148). Since many State Geological Surveys are organized under a State university system, such universities may submit a proposal on behalf of the State Geological Survey. State Geological Surveys must have a State Mapping Advisory Committee (or equivalent) meet annually to qualify for funding. This committee should advise the State Geological Survey on geologic mapping priorities within their State. A letter of support from the Chair of the State Mapping Advisory Committee must accompany the proposal. It would be helpful if this letter briefly describes the process used.

State Geological Surveys that have been funded previously under STATEMAP must be in compliance with requirements specified in previous STATEMAP awards and must have no outstanding deliverables (geologic maps) due. Failure to meet previous award requirements may be grounds for ineligibility as determined by the USGS.

C. Proposal Format Instructions

Please arrange your proposal according to the format provided below. Following this format ensures that every proposal contains all essential information, and is evaluated equitably. (If you include a cover letter, which is NOT necessary, please provide only a single copy and do not staple it to the rest of the copies.)

All proposals shall include the following documents assembled in the order listed (from top to bottom).

1. Standard Form 424, Application for Federal Assistance (**Attachment A**). The person who signs the SF-424 in Block 18 must have the authority to bind the State to the terms of the assistance award.
2. Standard Form 424B, Assurances—Non-construction Programs (**Attachment B**).

3. Certifications for Federal Assistance (**Attachment C**).
4. Negotiated Rate Agreement.
5. Letter from Chair of State Mapping Advisory Committee. Please attach a list of committee member names and their affiliations to this letter.
6. STATEMAP Proposal Summary Sheet (**Attachment D**).
7. Proposal Technical Text (may contain up to 4 projects in a proposal). This text should be no longer than 30 pages, no smaller than font size 10, and have 1-inch margins. Remember that a graphic is worth a thousand words, and the Review Panel has many proposals to read. Exceeding the 30-page limit for this part of the proposal will **not** be to your benefit. This text should include the following:
 - a. Introduction. The introduction should include the State's long-range geologic mapping plan, and how the proposal fits into this plan. It should give a very brief overview of the project objectives and scientific problems to be addressed. A graphic showing how your long-range plan may relate to population growth, transportation corridors, or some other societal need can be very helpful. Keep this section short and clear.
 - b. Location and Geologic Setting. A clear, readable map (with scale) showing the location of each project area should accompany the text. Remember that the Review Panel does not know your State's geography as well as you do.
 - c. Purpose and Justification. This section should answer a few simple, but important questions. Why are you doing this mapping? Who are your customers? What benefits will society enjoy from the mapping? If geologic maps already produced nearby have been used by local or state agencies in making decisions, reporting on these outcomes is encouraged. Avoid boilerplate or major exaggerations in this section.
 - d. Strategy for Performing the Geologic Mapping. This brief section should emphasize aspects of your long-range mapping plan that may influence this work, or aspects of work that appear expensive, such as drilling or helicopter support.
 - e. Preliminary Results and Prior Work. If you have done any work in the area, especially funded by STATEMAP, a brief summary of findings or outcomes is useful.

f. Deliverable Geologic Maps. You should provide an explicit list of geologic maps that will be delivered at the end of the one-year grant period. If a project requires more than one year to complete, interim maps are still required at the end of the grant year that document significant progress. When maps are submitted at the end of the grant year, it is recognized that they may be in review, and not in final form.

g. Project Personnel. Identify the Principal Investigator first. Then list the other support positions (such as geologist, field assistant, cartographer, or editor). For each position give the briefest of vita, and state whether the person works for your Survey or elsewhere.

8. Budget sheets (one budget sheet for whole proposal, and one budget sheet for each project—up to 4 projects)(**Attachment E**). **These attachments are only a format guide. You may create your own budget sheet with the same format, but which has more lines for needed itemization.** For each project the amount of contributions from a State Geological Survey must be equal to or greater than the amount requested from the U.S. Geological Survey, and must be derived from non-Federal sources. Use your common sense when determining how much to itemize. If it is a big-ticket item, or a significant proportion of your proposal request, the Review Panel will want to know some details. The budgets should contain the following:

a. Salaries and Wages. List names, positions, and rate of compensation. Salaries or wages for student assistants (both undergraduates and graduate students) are an acceptable cost to the program.

b. Fringe Benefits. Propose your rates/amounts. If rates are audit approved, include a copy of the audit agreement and/or the name of the audit agency.

c. Field Expenses. Briefly itemize the estimated travel costs (i.e., number of people, number of travel days, per diem rate, mileage rate, airfare, transportation, and any other travel costs). **Note:** The STATEMAP Review Panel has determined that travel to meetings of professional societies is **not** an acceptable expense.

d. Other Direct Cost Line Items To List:

--Supplies. List costs for office and laboratory supplies, including base maps, aerial photographs, petrographic thin sections, and other office and laboratory supplies. Please itemize.

--Equipment. Federal STATEMAP funds are **not** intended for the purchase of computer hardware, software, or other nonexpendable property, but can, if necessary, be used for computer rental or the purchase of software site licenses.

--Drilling. Describe drilling costs.

--Map digitization costs.

--Contractual services. Identify proposed contractors (individual or corporate) and provide the criteria by which contractors will be, or have been selected.

--Printing. Federal STATEMAP funds are **not** intended for State printing of multicolored or quality black-and-white versions of geologic maps produced in the program, nor can the cost to a State for such printing be used as a matching cost for Federal funds.

e. Total direct charges. Totals for items a - d.

f. Indirect Charges. Show proposed rate and amount. Proposals must include a copy of the negotiated indirect cost rate agreement.

Important Note: The 1999 Reauthorization of the National Geologic Mapping Act (Public Law 106-148) states that the USGS *and* recipients of STATEMAP grants shall not use more than 15.25 percent of the Federal funds to pay indirect, servicing, or program management charges (which is equivalent to 18% of total direct costs). Total. Total for items e and f.

9. Published Map(s). If your State Geological Survey has received prior STATEMAP support, please include one or more published geologic maps. These will be shown to the Review Panel during deliberations, so that they may better appreciate the quality and scope of products supported by STATEMAP. Please provide only one copy of each published map.

E. Proposal Evaluation

STATEMAP proposals will be reviewed by an 8-membered peer panel. 5 members will be State Geologists selected by the Association of American State Geologists. 3 members will be USGS geologists, including the STATEMAP Program Coordinator, who will act as Chair and who will choose the other two USGS members. The State Geologists will act as lead reviewers, and the USGS geologists will provide regional expertise about USGS programs to avoid any duplication of geologic mapping effort.

Evaluation Criteria. All proposals will be considered in accordance with the criteria listed below. Each reviewer will complete an evaluation form for each

proposal reviewed, and the evaluation forms will become part of the official proceedings record at the conclusion of the Review Panel meeting. NOTE: To avoid any conflict of interest, no panelist may vote on a proposal from his or her State Geological Survey or State agency; nor may any panelist take part in any discussion with other panel members about his or her State's proposal.

1. Products from previous cooperative agreements (20 points).
 - a. Have all deliverables been submitted in a timely fashion?
 - b. What is the quality of the deliverables?
2. Purpose of geologic mapping (15 points).
 - a. Does the State Geological Survey have an intermediate- to long-range plan?
 - b. How well does the proposal relate to that plan?
 - c. Does the proposed mapping respond to societal or customer needs?
 - d. Does the proposed mapping address the goals of the National Geologic Mapping Act?
3. Technical Quality of the Proposal (40 points).
 - a. Are scientific objectives clearly stated?
 - b. Is the text well written and consistent with information in the budget?
 - c. Are the figures easy to read and clearly explained?
 - d. Are the deliverables for each project listed?
 - e. Does the proposal stress what is important and new?
3. Budget Clarity and Justification (15 points)
 - a. Does each project have a 1:1 match of Federal and State funds?
 - b. Does the budget clearly show each employee name, salary rate, and length of time employed on each project?
 - c. Are staff sufficient to accomplish the proposed goals?
 - d. Are all field expenses, supplies, and other expenses adequately itemized?
 - e. Are all items included as indirect cost appropriate?
 - f. Are contract employees clearly distinguished from those already on the State Geological Survey payroll?
5. State Mapping Advisory Committee (10 points)
 - a. Is the committee broad based and balanced?
 - b. Is a letter from the committee chair included?
 - c. Does the letter explain both the State's mapping priorities and the process by which priorities were reached?
 - d. Are the names and affiliations of each committee member listed?

PART III. Proposal Delivery and Submission Instructions

Applicants are held responsible for their proposals being in the USGS Office of Acquisition and Grants by October 30, 2001 @ 3:00 p.m.. A proposal received after the closing date and time may not be considered for award. If it is determined that a proposal will not be considered due to lateness, the applicant will be so notified immediately. All packages entering the USGS facility are subject to inspection and/or x-ray. Proposal packages may be delivered by hand to the address given below. The Office of Acquisition and Grants will accept hand delivered proposals daily, between the hours of 8:00 a.m. and 4:15 p.m., except Saturdays, Sundays, and Federal holidays.

Please submit **one** stapled original proposal and **eight** stapled copies, including attachments to the following address:

U.S. Geological Survey
Office of Acquisition and Grants
Attn: Sherri Newman, MS 205G, Room 6A331
12201 Sunrise Valley Drive
Reston, Virginia 20192

PART IV. General Provisions

A. General Provisions of the National Cooperative Geologic Mapping Program

By accepting Federal assistance, your organization agrees to abide by the provisions of the National Cooperative Geologic Mapping Program, namely the National Geologic Mapping Reauthorization Act of 1999, Public Law 106-148 (visit: <http://ncgmp.usgs.gov/>), and OMB Circular A-16 "Coordination of Surveying, Mapping and Related Spatial Data Activities" (<http://www.whitehouse.gov/OMB/circulars/a016/a016.html>).

B. Office of Management and Budget (OMB) Circulars

By accepting Federal assistance, your organization agrees to abide by the applicable OMB Circulars in the expenditure of Federal funds and performance under this program. However, a State can propose other circulars in their proposal if these circulars are not applicable.

1. OMB Circular A-87 "Cost Principles for State, Local and Indian Tribal Governments."

<http://www.whitehouse.gov/OMB/circulars/a087/a087-all.html>

2. OMB Circular A-102 "Uniform Administrative Requirements for Grants-in-Aid to State and Local Governments."

<http://www.whitehouse.gov/OMB/circulars/a102/a102.html>

3. OMB Circular A-133 “Audits of States, Local Governments, and on-Profit Organizations.”

<http://www.whitehouse.gov/OMB/circulars/a133/a133.html>

C. Rights in Technical Data

The U.S. Government may publish, reproduce, and use all technical data developed as a result of this assistance award in any manner and for any purpose, without limitation, and may authorize others to do the same. However, the STATEMAP Program Coordinator agrees that full review by the State Geologist will occur prior to any use or release of any geologic materials and full credit will be given to the State Geological Survey.

D. Publication

1. Publication of the results of any project carried out under this assistance award is authorized in map or publication “series” of State Geological Surveys. Publication includes conventional format in paper copy, reproducible mylar or similar material, and electronic format as digital files on computer readable disk, CD-ROM, or similar medium. Maps submitted to journals, professional organizations, or commercial firms, for publication shall be accompanied by the following notation: *“This map is submitted for publication with the understanding that the governmental use.”*

2. Program Credit. All geologic maps resulting from any project carried out under this assistance award resulting wholly or in part from the cooperative agreement shall bear a cooperative statement in the map header, on the title page of an accompanying explanatory text, and in the acknowledgments that accompany the map or any resulting report. This credit shall read:

“This geologic map was funded in part by the USGS National Cooperative Geologic Mapping Program.”

3. Disclaimer. All maps and explanatory text submitted for publication by professional societies or commercial firms shall carry the following notation:

“The views and conclusions contained in this document are those of the authors and should not be interpreted as necessarily representing the official policies, either expressed or implied, of the U.S. Government.”

E. Funding

1. The STATEMAP program is required by statute (Public Law 106-148) to be carried out on a 1:1 matching basis; each recipient must match each Federal dollar with a non-Federal dollar. The non-Federal share may be contributions of services or cash provided to contractors to perform geologic mapping or other services directly applicable to proposed work

on the project. The specific source(s) of the State contribution, such as State legislative appropriation, must be provided in the proposal. The 1:1 ratio, however, does not prevent States from securing additional funds from other tax-supported entities to increase the level of work that is accomplished in a region. The Program encourages multiple partnerships, as they enhance the production of geologic maps. However, Federal regulations prohibit the matching of Federal funds with other Federal funds. Consequently, third-party funding arrangements, though encouraged, should be viewed as adding additional activities that are accounted for separately from the USGS-State-matching funds agreement.

2. Performance of projects funded by this program will conform to OMB Circular A-16 (revised). As noted in that circular, use of USGS funds for the purchase of equipment will not be authorized.

3. Funds for the 2002 National Cooperative Geologic Mapping Program and in turn, STATEMAP awards, will not be available until enactment of the Department of the Interior Appropriations. Since it is anticipated that awards will not be announced until January 15, 2002, proposed project start dates should not begin prior to March 15, 2002. **NOTE:** An award grant issued by the USGS Office of Acquisition and Grants is required for the State agency to obligate USGS funds. Notification of a successful proposal does not constitute authority to incur costs funded by USGS money. Costs may be incurred only after the receipt of an award signed by the Contracting Officer of the USGS.

4. Requests for no-cost extensions shall be forwarded to the Contracting Officer for consideration not later than 30 days prior to the requested end date. After discussion with STATEMAP Program Coordinator, the Contracting Officer will make a final decision on a case-by-case basis and notify the Recipient in writing. Asking for a no-cost extension in no way jeopardizes the success of a future proposal. However, if a State asks for a no-cost extension, it can not extend past the date that the STATEMAP Review Panel meets for the *next* funding cycle.

F. Method of Payment/Financial Reporting Requirement

1. The recipient must use Standard Form (SF) 270, "Request for Advance or Reimbursement" (**Attachment F**), to request payment under this award. The policy of the Geological Survey is to make reimbursement, and not advance payments. An original and one copy of this request shall be submitted to the Contracting Officer quarterly. Invoice payment requests shall be made in United States currency.

2. All recipients are required to participate in the Electronic Funds Transfers (EFT) Payment System (**Attachment G**). Payments to recipients are electronically transmitted for deposit in financial institution accounts designated by the recipient. Questions concerning payment under the EFT Payment System are to be directed to the Geological Survey's Office of Financial Management Vendor Desk at telephone 703/648-7612.

3. The recipient will submit a completed SF-269A, Financial Status Report (**Attachment H**), to the Contracting Officer within ninety (90) days of the end of the period of performance.

-- END OF PROGRAM ANNOUNCEMENT --